



# **Air Force Reserve Order Writing System (AROWS-R) IMA User Guide**

**22 September 2005**

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## **AROWS-R POCs**

**If you are an IMA attempting to access the AROWS-R program and are unable to log in, Please contact the AFRC Help Desk**

**Help Desk:  
DSN 497-0522/1455/1258  
Commercial 478-327-0522/1455/1258 or 1-800-223-1784**

**Contact your Program Manager for questions re: tour applications, orders, waivers and policy information**

# **AROWS-R System Description**

- Web-Based
- IMAs can request, track, and print orders from any computer
- Data from MilPDS, finance and accounting, PAS Code, and Per Diem information are imported to the system by the AFRC System Administrator
- As the new AF Reserve Command orders writing system, the migration to the AROWS-R system allows command wide tracking of Reserve personnel utilization and funds accounting

## **AROWS-R System Use**

A system user is a person who has been given some system role in AROWS-R. This person logs into AROWS-R and performs work either for himself/herself or on behalf of others. For instance, a Reservist is a system user who logs in to submit applications.

Typical IMA transactions in AROWS- R will include establishing a password, inputting an application for orders, tracking the orders process, and printing the certified order when complete. Historical data will be maintained for 6 years, allowing members to print orders at a later date.

All IMAs must designate a Reserve Pay Office (RPO) to process their pay requests, prior to initiating an orders application. All order requests are reviewed by the IMA's servicing RPO prior to publication. If you have not established a RPO please see the listing at <http://arpc.afrc.af.mil/finance/rpo/rpolist.asp>, and contact your nearest office to establish service.

# HQ AFRC/RMG GUIDANCE

- Applications (orders requests), and all waiver requests (Sanctuary, Annual tour, 139 day, etc.) should be submitted 30 days in advance of tour.
- Members in sanctuary and or sanctuary watch zone are not eligible for, and will not report for duty based on the verbal orders of the commander (VOCO). A sanctuary waiver must be requested and approved prior to the start of the tour.
- VOCO orders are authorized only in very limited circumstances. Please contact your Detachment Program Manager for guidance and applicability.
- If a legitimate short notice requirement exists, the requesting supervisor/commander should contact the Detachment Program Management staff via telephone/e-mail to ensure the orders are published prior to tour start when possible.
- IAW AFMAN 36-8001, para 4.2.1.2. IMAs are to accomplish an Annual Training Plan prior to 15 August annually. Tours should be requested as agreed in the Training Plan. Changes to the plan must be coordinated with the supervisor in advance.
- IAW AFMAN 36-8001, para 6.3.1., FY requirements will be performed, scheduled, substituted, or waived prior to a member performing an ADT (special) or ADSW tour. AT/IDT are mandatory training requirements that affect participation and satisfactory service. Substitution waivers for AT due to your willingness to serve an extended man-day tour must be submitted with the man-day request and approved prior to tour start date OR prior to the extension of a current order. Specific reasons for approval of substitution are cited in AFMAN 36-8001, para 5.8, 5.9.
- AROWS-R is not an avenue for volunteerism. It is a system utilized to publish and track the authorized use of AF Reserve members. If you wish to volunteer for an MPA tours contact your program manager or, refer to the Volunteer Reserve System Web-site at <https://vrs.afrc.af.mil/>.

# INITIAL LOGIN PROCEDURES

## AROWS-R Login Screen

AROWS-R - Login ... - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail News Groups

Address http://wrbfmarowsapp.reserves.afrc.ds.af.mil/arows-r/ Go Links

Air Force Reserve Order Writing System [AROWS-R]

Important Phone Numbers  
To be determined

Important Links  
To be determined

Login ID:   
Password:   
[Forgot Your Password?](#)

Help! I'm A New User!

If you are a Member (Reservist):  
Your initial Login is your SSN. Please enter it without dashes, for example 123456789.  
Your initial Password is your Date of Birth in the YYYY/MM/DD format. The slashes are required, for example 1967/12/01.

If you are a Role other than a Member or if you are having trouble logging in, please contact the AROWS-R help desk at #?.

Browser Requirements  
To use AROWS-R, you will need either [Internet Explorer](#) (version 5.5 or higher) or [Netscape Navigator](#) (version 6 or higher).

Plug-in Requirements  
To print orders, you will need [Adobe Acrobat Reader](#).

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Done

start AROWS-R - Login ... AROWS-R Microsoft PowerPoint ... 3:28 PM

## Member Login Rules- (IMAs/Civilians)

- **Initial Login ID will be members SSN with no dashes. EX: 123456789**
- **Initial Password will be Date of Birth (DOB) YYYY/MM/DD (slashes required).**
- The member will be required to change their password the first time they log into AROWS-R. Each time the member logs in they will be allowed to change their password if they so desire.
- To complete initial login, member will have to complete Old Password (DOB, YYYY/MM/DD), New Password, and Verify New Password.
- The password minimum length is 8 characters.
- The password maximum length is 30 characters.

- Passwords are not case sensitive.
- Passwords cannot be the same as Login ID.
- Passwords must contain at least one digit and one letter.
- Special characters such as punctuation marks are allowed in passwords. However, this excludes the double quote (") and the less-than sign (<).
- Passwords must be reset every 90 days.

## Initial Login- Change Password Screen

**Important Phone Numbers**  
To be determined

**Important Links**  
To be determined

1. Please enter your old password and a new password in the spaces below using the following AROWS-R password rules:

- The password must be at least 8 to 30 characters long.
- The new password must differ from the old password by at least 3 character.
- Passwords are not case sensitive.
- Special Characters are allowed in the password with the exception of the double quote (") and less-than sign (<).
- The password *must* contain at least:
  - one alpha character [a-z A-Z]
  - one numeric character [0-9]
- The password *must not*:
  - contain spaces
  - contain the double quote character (") or the less-than sign (<)
  - be the same as your user-id

**Old Password:** ROW1PASS#

**New Password:** FLYHIGH05#

**Verify New Password:** FLYHIGH05#

2. Please create a password verification question and answer. If you ever forget your password you can easily change it by answering the question you create here. This can be done by selecting the "Forgot Your Password?" link located on the AROWS-R Login Screen.

Please make a note of exactly how you type your answer. This answer field is case sensitive and is the answer you must provide in order to reset your password in AROWS-R.

**Password Verification Question:** FAVORITE CAR

**Password Verification Answer:** 65 MUSTANG

**Answer:**



## Forgot Password Member



Air Force Reserve Order Writing System [AROWS-R]

### Important Phone Numbers

To be determined

### Important Links

To be determined

### Forgot Password Login ID

Please enter your Login ID if you have forgotten your password and you have previously provided a password verification question and answer. If you have any problems, or have not established a password verification question and answer, please contact the AROWS-R Help desk at #?.

Login ID:

[Return to Login Page](#)

## Forgot Password- Question & Answer Member

### Important Phone Numbers

To be determined

### Important Links

To be determined

[Forgot Password Login ID](#) >> [Forgot Password Question and Answer](#)

### Forgot Password Question & Answer

---

1. Please enter the answer to the question in the space below. The answer must be typed exactly as you initially typed your password verification question and answer. If you do not remember your password verification answer you can call the AROWS-R Helpdesk to get your password reset. #??

**Question:** My father's middle name?

**Answer:**

2. Please enter a new password in the spaces below using the following AROWS-R password rules:

- The password must be at least 8 to 30 characters long.
- The new password must differ from the old password by at least 3 characters.
- Passwords are not case sensitive.
- Special Characters are allowed in the password with the exception of the double quote (") and less-than sign (<).
- The password *must* contain at least:
  - one alpha character [a-z A-Z]
  - one numeric character [0-9]
- The password *must not*:
  - contain spaces
  - contain the double quote character (") or the less-than sign (<)
  - be the same as your user-id

**New Password:**

**Verify New  
Password:**

[Return to Login Page](#)

## Change Password

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: System Admin - ALL WINGS - ALL OWAS

Please Select A Menu | Home | Switch Profile | **Change Password** | My Account | Help | Logout | <Bottom>

### Change Password

To change your password, please enter the following fields. The AROWS-R password rules are provided below:

- The password must be at least 8 to 30 characters long.
- The new password must differ from the old password by at least 3 characters.
- Passwords are not case sensitive.
- Special Characters are allowed in the password with the exception of the double quote (") and less-than sign (<).
- The password *must* contain at least:
  - one alpha character [a-z A-Z]
  - one numeric character [0-9]
- The password *must not*:
  - contain spaces
  - contain the double quote character (") or the less-than sign (<)
  - be the same as your user-id

**Current Password:**

**New Password:**

**Verify New Password:**

- **Change Password-** allows you to change your password anytime you feel it necessary

## My Account

**Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: **ALL 187th FW** - 187 FIGHTER WING - 187 FIGHTER WING (owb1-afrtest)

Please Select A Menu | Home | Switch Profile | Change Password | **My Account** | Help | Logout | <Bottom>

---

### My Account

Phone Number: 1234567899

Email Address: PATRICIA.A.MITCHELL

Question: DOG

Answer: Molly

Number of Items per Page: 10 (used as a default for inboxes)

| Profile Name | Notifications  |
|--------------|--|
| OWA-187TH    | <input type="checkbox"/> Notify me when I have work in this profile            |
| ALL 187th FW | <input checked="" type="checkbox"/> Notify me when I have work in this profile |

Save Changes

- **My Account**-allows you to change your Phone Number, Email address, security question and answer, set the number of items displayed in list items per page, turn on the email notification option and allow IMAs to select their RPOs.

# Creating an Application (Order Request)

Getting Started – Use the Drop Down menu on the left to select My Inbox.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - AROWS-R - New Application - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Air Force Reserve Order Writing System [AROWS-R]

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Help | Logout

Orders Specialist Menu

My Inbox

[Create Application]

Pull Back Application

Modify Order

Cancel Order

New Application

Enter SSN: [Redacted] 24

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- SCHOOL
- SCHOOL UPT/UNT
- TDY

«Top»

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Select **Create Application** from the menu on the left hand side of the screen.

Enter the member's **SSN**.


Select the **Order Type**. For this demonstration, we will select **Annual Training** to create an Annual Tour order.

Select the button labeled **Create Application**.

## Section 0: Overview

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Overview :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout <Bottom>

### Overview

|                       |                         |                               |
|-----------------------|-------------------------|-------------------------------|
| Tracking #: 1015951/0 | Name: [REDACTED] EPH DA | Start Date: 0000/00/00        |
| Order Type: AT        | SSN: [REDACTED] 24      | Report Date: 0000/00/00 00:00 |
| Status: INITIAL       | Grade: E3               | End Date: 0000/00/00          |
|                       |                         | Total Days: 0                 |

Step 0 of 6: Overview for this Application

Section: 0. Overview

1. [Personnel and Contact Information](#)

Home Address on File: [REDACTED] APT126  
CHEYENNE, WY 82009-0000

2. [Duty Purpose Information](#)

Type of Duty: ANNUAL TRAINING  
AT Type: AT  
POC: Not Set  
Phone: Not Set  
Fax: Not Set  
E-mail: Not Set

3. [Duty Locations and Travel](#)

| Date       | Travel By | Rental Car | Location  |
|------------|-----------|------------|---|
| 0000/00/00 | None      | No         | Unit: [REDACTED]<br>Address: UNITED STATES<br>Duty With: [REDACTED] |
| 0000/00/00 | None      | No         | Unit: HOME<br>Address: [REDACTED] APT126<br>[REDACTED] 9-0000       |

4. [Tour](#)

The Overview screen shows the seven steps involved in creating an order (application). They are:

1. Personnel and Contact Info
2. Duty Purpose Information
3. Duty Locations and Travel
4. Tour
5. Paragraph Selection
6. Justification
7. Funding

There are four different ways to initiate the order process. You can click on the Numbered links, click on the Edit button located to the right of each of the numbered links, select a section from the Section drop-down list or use the Next navigational button near the bottom of the screen.

## Overview Screen (continued)...

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Overview :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

---

2. [Duty Purpose Information](#) [Edit](#)

Type of Duty: ANNUAL TRAINING  
AT Type: AT  
POC: Not Set  
Phone: Not Set  
Fax: Not Set  
E-mail: Not Set

---

3. [Duty Locations and Travel](#) [Edit](#)

| Date       | Travel By | Rental Car | Location                                      |
|------------|-----------|------------|---|
| 0000/00/00 | None      | No         | Unit:<br>Address: UNITED STATES<br>Duty With: |
| 0000/00/00 | None      | No         | Unit:<br>Address: <input type="text"/>        |

---

4. [Tour](#) [Edit](#)

Govt Travel Charge Card: Not Set

---

5. [Paragraph Selection](#) [Edit](#)

---

6. [Justification](#) [Edit](#)

Reviewed By Unit Reviewer: No  
Justification: Not Set  
AT/ADT over 29 Days: Not Set

---

[Next](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)

«Top»

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There are several navigational buttons near the bottom of the screen.

The **Next** button will take you to the next section.

The **Save** button can and should be used to save information at the end of each section.

The **Save and Close** button can be used to save and close the process to be completed at another time.

The **Save and Route** button can be used to save the process and route it to the next approval authority.

The **Cancel Changes** button can be used to cancel any changes made since the last save.

Click the Next button to take you to **Section 1: Personnel Information**.

## Section One: Personnel Information

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Personnel Info :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Air Force Reserve Order Writing System [AROWS-R]

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu Home | Switch Profile | Change Password | My Account | Help | Logout <Bottom>

### Personnel Info

|                       |        |                               |
|-----------------------|--------|-------------------------------|
| Tracking #: 1015959/0 | Name:  | Start Date: 0000/00/00        |
| Order Type: AT        | SSN:   | Report Date: 0000/00/00 00:00 |
| Status: INITIAL       | Grade: | End Date: 0000/00/00          |
|                       |        | Total Days: 0                 |

Step 1 of 6: Personnel and Contact Information Section: 1. Personnel Info

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

#### Contact Information

Contact Email: [J.HAYEK@FSFFINANCIAL.COM](mailto:J.HAYEK@FSFFINANCIAL.COM)  
Contact Phone: 414-393-6262

#### Home Address and Delivery Address Information

If you live at an apartment, the apartment number must be in the Street Address!  
Your address should not be a Post Office (P.O.) box if you intend for it to be a delivery address.

Home Address on File:

\* Is this order in support of an official contingency? ☐ Yes ☒ No

Does Member wish to supply a new departure address and phone number? ☐ Yes ☒ No

Does Member wish to supply an alternate delivery address and phone number for paper airline tickets? ☐ Yes ☒ No

#### Other Information

[View all of the Military Member's Personnel Information](#)

### Contact Information- Email and Phone

Should show member's supervisor at the duty location. Clicking on the email address shown will allow you to send the person an email.

### Home Address and Delivery Address Information-

Home address on file reflects the address shown in MILPDS.

If the order is used in support of contingency, the address cannot be changed by regulation.  
If the member wishes to supply a new departure address and phone number, the Yes option should be clicked.



## Section One: Personnel Information (continued)

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Personnel Info :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Total Days: 0

Step 1 of 6: Personnel and Contact Information Section: 1. Personnel Info

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Contact Information

Contact Email: [REDACTED] L.COM

Contact Phone: [REDACTED]

Home Address and Delivery Address Information

If you live at an apartment, the apartment number must be in the Street Address!  
Your address should not be a Post Office (P.O.) box if you intend for it to be a delivery address.

Home Address on File: [REDACTED]

\* Is this order in support of an official contingency? ☐ Yes ☒ No

Does Member wish to supply a new departure address and phone number? ☒ Yes ☐ No

\* New Address Line 1 | [Lookup](#) [REDACTED]

New Address Line 2 [REDACTED]

\* New City CHEYENNE

\* New State WY

\* New Country [REDACTED]

\* New Zip Code 82009

\* New Phone Number [REDACTED]

Does Member wish to supply an alternate delivery address and phone number for paper airline tickets? ☐ Yes ☒ No

Other Information

[View all of the Military Member's Personnel Information](#)

Previous Next Save Save & Close Save & Route Cancel Changes

«Top»

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Clicking the **Yes** option will display an area for the new departure address information. This departure address will only be in effect for this order and is only needed if different than the home address on file.

If member wishes to supply a different delivery address and phone number for paper tickets they should choose the **Yes** option for this question. The tickets will be mailed to this address when different from the home address on file. This change of address will not effect the MILPDS information.

Clicking on the link near the bottom of the screen **View all of the Military Member's Personnel Information** will display the entire contents of the member's MilPDS record.

From this screen you can go to the previous Overview Screen by clicking on the button labeled **Previous** near the bottom of the screen. You should click the **Save** button to save the information you have entered. You can also click the button labeled **Next** to take you to Section 2: Duty Purpose.

## Section Two: Duty Purpose

Tracking #: 1016134/0  
Order Type: AT  
Status: INITIAL

Name:  
SSN:  
Grade:

Start Date: 2005/09/01  
Report Date: 2005/09/01 07:30  
End Date: 2005/09/01  
Total Days: 1

Step 2 of 7: Duty Purpose Information  
Section: 2. Duty Purpose

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Conversion Information  
Will drills(IDT) be performed in conjunction with this set of orders? ☐ Yes ☒ No

Point of Contact Information  
Point of Contact  
Phone  
Fax  
Email

IMA's Supervisor Information  
IMA's Supervisor Email Address

PCS/HHG Information  
\* Is House Hold Goods (HHG) applicable on this order? ☐ Yes ☒ No  
Estimated total cost for House Hold Goods 0.00  
\* Is this a Permanent Change of Station (PCS) order? ☐ Yes ☒ No

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Version: 0.3  
Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT  
ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

If the member is performing an IDT in conjunction with an Annual Tour, select this option.

Point of Contact for Duty Location should be entered as well as IMA Supervisor Information.

Permanent Change of Station/ Household Goods Information should be entered if applicable.

This section is not used for annual tour orders, but would be used for any tour authorizing HHG, or any PCS tour.

If Household Goods are applicable on this order, the estimated total cost should be entered by the Order Specialist.

If PCS is applicable on this order, the number of authorized vehicles for the move should be entered and any dependents who will be accompanying the member should be selected.

The **Save** button should be clicked to save any information entered in Section Two.

The button labeled **Next** to take you to Section 3: Duty Locations and Travel.

## Section Three: Duty Locations and Travel

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Duty Locations :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

### Duty Locations

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                             |                               |
|-----------------------|-----------------------------|-------------------------------|
| Tracking #: 1016135/0 | Name: <input type="text"/>  | Start Date: 2005/09/06        |
| Order Type: AT        | SSN: <input type="text"/>   | Report Date: 2005/09/06 07:30 |
| Status: INITIAL       | Grade: <input type="text"/> | End Date: 2005/09/06          |
|                       |                             | Total Days: 1                 |

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Location Information

☒ VOCO Order

\* Travel Start Date: 2005/09/01

\* Initial Report Date/Time: 2005/09/01 07:30 [7:30 AM]

\* End Date for this Location: 2005/09/01

Duty Location | [Lookup](#)  [Get Address](#) [Get Home Station](#)

\* Unit Name, FAS, Motel/Hotel Etc.

\* Address Line 1 | [Lookup](#)

Address Line 2

\* Country: United States

\* City

\* State/Province

Zip Code

PERSTEMPO Information | [Select](#)

\* Counted towards Burdensome High Deployment Pay? None Selected

\* PERSTEMPO Location Code None Selected

\* PERSTEMPO Purpose Code Definition None Selected

Duty Status None Selected

HOME: CHEYENNE, WY

Depart on 2005/09/06

1. UNITED STATES [Edit](#)

|                           |                |                      |
|---------------------------|----------------|----------------------|
| <a href="#">Travel by</a> | None           | <a href="#">Edit</a> |
| Start Date                | 2005/09/06     |                      |
| Duty Thru                 | 2005/09/06     |                      |
| Per Diem                  | Not Authorized | <a href="#">Edit</a> |

HOME: CHEYENNE, WY

|                           |            |                      |
|---------------------------|------------|----------------------|
| <a href="#">Travel by</a> | None       | <a href="#">Edit</a> |
| Arrive on                 | 2005/09/06 |                      |

ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Internet

Check VOCO Order if applicable. (See HQ AFRC/RMG Guidance, page 5).

Select the **Travel Start Date**, **Report Date** and **End Date** by clicking on the down-arrows to access the calendar tool.

Select the **Initial Report Time** by clicking on the down-arrow to the right of the calendar tool for Initial Report Date and selecting a time from the list.

Select the **Duty Location** using the **Lookup** link.

Click on the link **Get Home Station** if the member's home station or record should be used as the Duty Location, This will populate all of the address information. This address information can also be added to the form manually by typing the information in for each field.

PersTempo Information can be entered by clicking on the **Select** link which will bring up the PersTempo Code Table.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - PersTempo Purpose Selection :: - Microsoft Internet Explorer

☐ This period of duty should be counted towards Burdensome PERSTEMPO High Deployment Pay.

|                       | PERSTEMPO | Duty Status | Description                                  |
|-----------------------|-----------|-------------|--|
| <input type="radio"/> | E         | 70          | Operations (PID) (within 100 miles) (No pay) |
| <input type="radio"/> | F         | 70          | Exercise (PID) (within 100 miles) (No pay)   |
| <input type="radio"/> | F         | 71          | Exercise (PID) (within 100 miles) (No pay)   |
| <input type="radio"/> | G         | 72          | Unit Training (within 100 miles) (No pay)    |
| <input type="radio"/> | H         | 73          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 74          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 75          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 76          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 77          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 78          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 79          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 80          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 81          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | H         | 82          | Mission Support (within 100 miles) (No pay)  |
| <input type="radio"/> | I         | 22          | Individual Training - School TDY (No pay)    |
| <input type="radio"/> | J         | 19          | Home Station Training (No pay)               |
| <input type="radio"/> | J         | 62          | Home Station Training (No pay)               |
| <input type="radio"/> | L         | 8           | Hospitalization (No pay)                     |
| <input type="radio"/> | L         | 13          | Hospitalization (No pay)                     |
| <input type="radio"/> | M         | 4           | Discipline (No pay)                          |
| <input type="radio"/> | M         | 5           | Discipline (No pay)                          |
| <input type="radio"/> | M         | 16          | Discipline (No pay)                          |
| <input type="radio"/> | M         | 17          | Discipline (No pay)                          |
| <input type="radio"/> | N         | 84          | Individual Training w/Travel (IDT w/TVL)     |
| <input type="radio"/> | P         | 85          | Funeral Honors Duty (No pay)                 |

Done Internet

The codes displayed will depend on whether or not the tour should be counted towards burdensome PersTempo High Deployment pay. You will make this selection at the top of this screen. **NOTE: This field will be normally be completed by the Orders Specialist.**

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - PersTempo Purpose Selection :: - Microsoft Internet Explorer

### PersTempo Purpose Selection

☒ This period of duty should be counted towards Burdensome PERSTEMPO High Deployment Pay.

|                       | PERSTEMPO | Duty Status | Description                      |
|-----------------------|-----------|-------------|----------------------------------|
| <input type="radio"/> | A         | 20          | Operations (PID)                 |
| <input type="radio"/> | B         | 20          | Exercise (PID)                   |
| <input type="radio"/> | B         | 21          | Exercise (PID)                   |
| <input type="radio"/> | C         | 66          | Unit Training                    |
| <input type="radio"/> | D         | 24          | Mission Support                  |
| <input type="radio"/> | D         | 25          | Mission Support                  |
| <input type="radio"/> | D         | 26          | Mission Support                  |
| <input type="radio"/> | D         | 27          | Mission Support                  |
| <input type="radio"/> | D         | 29          | Mission Support                  |
| <input type="radio"/> | D         | 61          | Mission Support                  |
| <input type="radio"/> | D         | 63          | Mission Support                  |
| <input type="radio"/> | D         | 64          | Mission Support                  |
| <input type="radio"/> | D         | 65          | Mission Support                  |
| <input type="radio"/> | D         | 67          | Mission Support                  |
| <input type="radio"/> | K         | 31          | Home Station Local Area Training |

PERSTEMPO Location Code:

[Select](#) [Close](#)

**NOTE:**

Click by the appropriate code in the table to select it and then select a PersTempo Location Code by clicking on the down-arrow and selecting a location from the list. Click **Select** near the bottom of the form to complete the selection. **Note: This field will normally be completed by the Orders Specialist.**

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Duty Locations :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Duty Location | [Lookup](#) [Get Address](#) [Get Home Station](#)

\* Unit Name, FAS, Motel/Hotel Etc.

\* Address Line 1 | [Lookup](#)

Address Line 2

\* Country

\* City

\* State/Province

Zip Code

PERSTEMPO Information | [Select](#)

\* Counted towards Burdensome High Deployment Pay? YES

\* PERSTEMPO Location Code GEORGIA

\* PERSTEMPO Purpose A

Code Definition Operations (PID)

Duty Status 20

\* Is this the Primary Perstempo Code? ☐ Yes ☒ No

Per Diem & Travel Information

\* Is this within the corporate city limits of Member's residence? ☐ Yes ☒ No

\* Is this within commuting distance from Member's residence? ☐ Yes ☒ No

\* Does Member wish to commute vice staying in billeting? ☐ Yes ☒ No

Field Condition Dates  to

(if applicable)

At this point, you can [Fill out Travel to this Location](#)  
[Fill out Per Diem at this Location](#)  
[Add Another Location](#)  
[Delete this Location](#)  
[Fill out Travel for the last leg](#)

Previous Next Save Save & Close Save & Route Cancel Changes

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Your servicing Orders specialist will populate the Pers Tempo Information fields.

For now, select Yes to indicate that this is the primary PersTempo code. In the future, we will be able to select a PersTempo code for multiple duty locations. At that time, you will need to identify one location as the primary.


### Per Diem and Travel Information

Selecting No to each Per Diem and Travel question will display another applicable question to be answered. Field Condition Dates can be entered using the calendar tool if applicable.


If you are not commuting, select the link titled **Fill out the Travel to This Location**.

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File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING



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**Travel**

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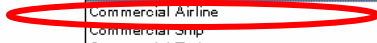
|                       |  |                               |
|-----------------------|--|-------------------------------|
| Tracking #: 1015967/0 | Name:  DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN:      | Report Date: 2005/09/02 07:30 |
| Status: INITIAL       | Grade: E3  | End Date: 2005/09/16          |
|                       |  | Total Days: 16                |

Step 3 of 6: Duty Locations and Travel Section:  3. Duty Locations

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Travel Options

\* Mode of Transportation 

At this point, you can 

Local Or Will Commute - No TVL

Local Or Will Commute - No TVL

Commercial Airline

Commercial Ship

Commercial Train

Commercial Bus

Commercial Rental Vehicle

Government Airplane

Government Vehicle

Government Ship

Personal Plane - Adv to Govt

Personal Automobile - Adv to Govt

Personal Motorcycle - Adv to Govt

Personal Airplane - Not Adv to Govt

Personal Automobile - Not Adv to Govt

Personal Motorcycle - Not Adv to Govt

Passenger in a POV

|   |                                     |
|---|-------------------------------------|
| HOME: CHEYENNE, WY                              |                                     |
| Depart on                                       | 2005/09/01                          |
| <b>1. WANER ROBINS, GA</b> <a href="#">Edit</a> |                                     |
| <a href="#">Travel by</a>                       | None <a href="#">Edit</a>           |
| Start Date                                      | 2005/09/01                          |
| Duty Thru                                       | 2005/09/16                          |
| <a href="#">Per Diam</a>                        | Not Authorized <a href="#">Edit</a> |
| HOME: CHEYENNE, WY                              |                                     |
| <a href="#">Travel by</a>                       | None <a href="#">Edit</a>           |
| Arrive on                                       | 2005/09/16                          |

[Previous](#) [Next](#) [Delete](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)


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The first step in travel is selecting the mode of transportation. It can be selected by clicking the down-arrow by the Mode of Transportation field and selecting from the list. Depending on your selection, other questions may need to be answered. For this example, Commercial Airline is being selected.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Travel :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**

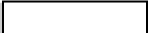


Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING


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---

**Travel**


---

|                       |  |                               |
|-----------------------|--|-------------------------------|
| Tracking #: 1016136/0 | Name:   | Start Date: 2005/09/07        |
| Order Type: AT        | SSN:    | Report Date: 2005/09/07 07:30 |
| Status: INITIAL       | Grade:  | End Date: 2005/09/07          |
|                       |  | Total Days: 1                 |

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations 

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Travel Options



\* Mode of Transportation  Commercial Airline

\* Departure Airport [Lookup](#) Not Set

\* Arrival Airport Not Set

Award YCA Fare

At this point, you can [Fill out Per Diem at this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

|   |            |   |
|---|------------|---|
| HOME: VALDOSTA , GA   |            |   |
| Depart on   | 2005/09/07 |  |
| 1. MONTGOMERY, AL <a href="#">Edit</a>  |            |   |
|  <a href="#">Travel by</a> | None       | <a href="#">Edit</a>  |
| Start Date  | 2005/09/07 |   |
| Duty Thru   | 2005/09/07 |   |
| <a href="#">Per Diem</a>  | Not Set    | <a href="#">Edit</a>  |
| HOME: VALDOSTA , GA   |            |   |
| <a href="#">Travel by</a>   | None       | <a href="#">Edit</a>  |
| Arrive on   | 2005/09/07 |   |

Previous Next Save Save & Close Save & Route Cancel Changes

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Click on the link titled **Lookup** beside Departure Airport to select Departure and Arrival Airports.



http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Airport Locations :: - Microsoft Internet Explorer

### Airport Locations

Departure Airport: Airports Nearest to Location  
CYS Cheyenne, WY (Cheyenne Municipal Airport) 6.7 mile(s)

Arrival Airport: Airports by US State: GEORGIA  
ATL Atlanta, GA (Hartsfield International)


Select Close

Done Internet


You can select airports nearest to the location, Airports by Country or US State. The Select button should be clicked when you are finished with selection criteria.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Travel :: - Microsoft Internet Explorer

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 **Air Force Reserve Order Writing System [AROWS-R]**



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**Travel**


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|                       |  |                               |
|-----------------------|--|-------------------------------|
| Tracking #: 1015967/0 | Name:  DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN:      | Report Date: 2005/09/02 07:30 |
| Status: INITIAL       | Grade: E3  | End Date: 2005/09/16          |
|                       |  | Total Days: 16                |

Step 3 of 6: Duty Locations and Travel Section:  3. Duty Locations 

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Travel Options

\* Mode of Transportation  Commercial Airline

\* Departure Airport CYS Cheyenne WY USA

\* Arrival Airport | [Lookup](#) ATL Atlanta GA USA

Award YCA Fare 700.00

\* Was member authorized to purchase own commercial ticket? ☐ No ☐ Yes

At this point, you can [Fill out Per Diem at this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

|   |                              |
|---|------------------------------|
| HOME: CHEYENNE, WY                              |                              |
| Depart on                                       | 2005/09/01                   |
| <b>1. WANER ROBINS, GA</b> <a href="#">Edit</a> |                              |
| Travel by                                       | Airline <a href="#">Edit</a> |
| Start Date                                      | 2005/09/01                   |
| Duty Thru                                       | 2005/09/16                   |
| Per Diem  | Not Set <a href="#">Edit</a> |
| HOME: CHEYENNE, WY                              |                              |
| Travel by                                       | None <a href="#">Edit</a>    |
| Arrive on                                       | 2005/09/16                   |

[Previous](#) [Next](#) [Delete](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)

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The Departure and Arrival Airports will become populated with the information you selected. If a city pairs cost is found, AROWS will display the cost. If there is no city pairs cost, AROWS will default a \$350 cost for CONUS travel and a \$700 cost for OCONUS travel.

Now you should select the link titled: **Fill out Per Diem at this Location.**

AROWS-R - Per Diem - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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**Per Diem**

Track This Application | View Application Details | Print Draft/Official Order

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|                      |                  |                               |
|----------------------|------------------|-------------------------------|
| Tracking #: 10159670 | Name: [REDACTED] | Start Date: 2005/09/01        |
| Order Type: AT       | SSN: [REDACTED]  | Report Date: 2005/09/02 07:30 |
| Status: INITIAL      | Grade: E3        | End Date: 2005/09/16          |
|                      |                  | Total Days: 16                |

---

Step 3 of 6: Duty Locations and Travel Section: 3. Duty Locations

---

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Per Diem Location  
 \* Per Diem Location | [Lookup](#) Not Set

Rental Car Information  
 \* Is a rental car required? ☐ Yes ☒ No

Quarters and Messing  
 'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

\* Quarters [v]

\* Messing [v]

At this point, you can  
[Fill out Travel to this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

HOME: CHEYENNE, WY

|                            |            |                      |
|----------------------------|------------|----------------------|
| Depart on                  | 2005/09/01 |                      |
| <b>1. WANER ROBINS, GA</b> |            |                      |
| Travel by                  | Airline    | <a href="#">Edit</a> |
| Start Date                 | 2005/09/01 | <a href="#">Edit</a> |
| Duty Thru                  | 2005/09/16 |                      |
| Per Diem                   |            | <a href="#">Edit</a> |

HOME: CHEYENNE, WY

|           |            |                      |
|-----------|------------|----------------------|
| Travel by | None       | <a href="#">Edit</a> |
| Arrive on | 2005/09/16 |                      |

---

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ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING Internet

Click the **Lookup** link next to **Per Diem location** to find the location.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Per Diem Locations :: - Microsoft Internet Explorer

Per Diem Locations

STATE: GEORGIA

LOCALITY CITY/COUNTY: ROBINS AFB / HOUSTON

[Select](#) [Close](#)

Select the **State** from the drop down list. Once you have selected a state, the **Locality City/County** list box will be displayed. Click on the **down-arrow** to make this selection and then click on the link labeled **Select**.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Per Diem :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**Air Force Reserve Order Writing System [AROWS-R]**

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### Per Diem

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|                      |                  |                               |
|----------------------|------------------|-------------------------------|
| Tracking #: 10159670 | Name: [REDACTED] | Start Date: 2005/09/01        |
| Order Type: AT       | SSN: [REDACTED]  | Report Date: 2005/09/02 07:30 |
| Status: INITIAL      | Grade: E3        | End Date: 2005/09/16          |
|                      |                  | Total Days: 16                |

Step 3 of 6: Duty Locations and Travel Section: 3. Duty Locations

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Per Diem Location  
 \* Per Diem Location | [Lookup](#) ROBINS AFB/GEORGIA  
 01/01-12/31  
 Max Lodging: \$55  
 Max Meals: \$28

Rental Car Information  
 \* Is a rental car required? ☐ Yes ☒ No

Quarters and Messing  
 'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

\* Quarters

\* Messing

At this point, you can [Fill out Travel to this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)

HOME: CHEYENNE, WY

Depart on 2005/09/01

|                            |            |                      |
|----------------------------|------------|----------------------|
| <b>1. WANER ROBINS, GA</b> |            | <a href="#">Edit</a> |
| <a href="#">Travel by</a>  | Airline    | <a href="#">Edit</a> |
| Start Date                 | 2005/09/01 |                      |
| Duty Thru                  | 2005/09/16 |                      |
| <a href="#">Per Diem</a>   |            | <a href="#">Edit</a> |

HOME: CHEYENNE, WY

[Travel by](#) None [Edit](#)


Arrive on 2005/09/16

ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING Internet

The Per Diem Location information will be populated. Rental Car information needs to be completed. If you select Yes for Rental Car option, you will be asked to select the type of vehicle and provide justification. You should click the down-arrows and select Quarters and Messing availability information. At this point, if there are no changes to be made or other locations to be added, you will need to select the link titled : **Fill out Travel for the Last Leg**. When you select this option, you will again select the Departing and Arriving airports for the return home.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Travel :: - Microsoft Internet Explorer

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 **Air Force Reserve Order Writing System [AROWS-R]**

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**Travel**

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                             |                               |
|-----------------------|-----------------------------|-------------------------------|
| Tracking #: 1016135/D | Name: <input type="text"/>  | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: <input type="text"/>   | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: <input type="text"/> | End Date: 2005/09/02          |
|                       |                             | Total Days: 2                 |

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Travel Options**

\* [Mode of Transportation](#)

\* [Departure Airport](#) [Lookup](#) ATL Atlanta GA USA

\* [Arrival Airport](#) Not Set

Award YCA Fare 700.00

\* Was member authorized to purchase own commercial ticket? ☐ No ☒ Yes

\* [Approved By](#): PM

At this point, you can [Fill out Per Diem at this Location](#)  
[Add Another Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

HOME: CHEYENNE, WY

Depart on 2005/09/01

1. MONTGOMERY, AL [Edit](#)

[Travel by](#) Airline [Edit](#)

Start Date 2005/09/01

Duty Thru 2005/09/02

[Per Diem](#) CHEYENNE NAVAL RESERVE CTR, WYOMING [Edit](#)

HOME: CHEYENNE, WY

[Travel by](#) Airline [Edit](#)

Arrive on 2005/09/02


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The member's itinerary is now complete. From home to duty location and back home. This is shown in the Itinerary box on the right.


The **Save** button should be clicked to save any information entered in Section Three. Click the button labeled **Next** and you will be asked if you want to add another location.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Duty Locations :: - Microsoft Internet Explorer

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 **Air Force Reserve Order Writing System [AROWS-R]**



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### Duty Locations

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |  |                               |
|-----------------------|--|-------------------------------|
| Tracking #: 1016135/0 | Name:  DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN:      | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3  | End Date: 2005/09/02          |
|                       |  | Total Days: 2                 |

Step 3 of 7: Duty Locations and Travel

Section: 3. Duty Locations 

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Do you wish to add another location? ☐ Yes ☒ No

HOME: CHEYENNE, WY

Depart on 2005/09/01

**1. MONTGOMERY, AL** [Edit](#)

[Travel by](#) Airline [Edit](#)

Start Date 2005/09/01

Duty Thru 2005/09/02

[Per Diem](#) CHEYENNE NAVAL RESERVE CTR, WYOMING [Edit](#)

HOME: CHEYENNE, WY

[Travel by](#) Airline [Edit](#)

Arrive on 2005/09/02

Previous Next Delete Save Save & Close Save & Route Cancel Changes

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You can add other locations by selecting Yes to the question. For every location you will have to select the Mode of Travel and Per Diem.

If there are no other locations to add, click the **Next** button to continue to Section Four: Tour.

## Section Four: Tour

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Tour :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

### Tour

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                  |                               |
|-----------------------|------------------|-------------------------------|
| Tracking #: 1015967/0 | Name: [REDACTED] | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: [REDACTED]  | Report Date: 2005/09/02 07:30 |
| Status: INITIAL       | Grade: E3        | End Date: 2005/09/16          |
|                       |                  | Total Days: 16                |

Step 4 of 6: Tour

Section: 4. Tour

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

GTCC Information | [Select](#)

|  |               |
|--|---------------|
| * Does the Member have a Government Travel Charge Card (GTCC)? | None Selected |
| * Description:   | None Selected |
| * Type of Account:   | None Selected |

|   |   |
|---|---|
| Has variation of itinerary been authorized?                     | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Has dual lodging been authorized?                               | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Has in and around mileage been authorized?                      | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Has mixed mode of travel been authorized?                       | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Has limited long distance phone calls home been authorized?     | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Will the Member be performing duty in a combat zone?            | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Is the Member requesting 150% AEA?                              | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Is the Member requesting 300% AEA?                              | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Is the Member taking leave in Conjunction?                      | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Member is a reservist performing TDY while on active duty tour? | Yes <input type="radio"/> No <input checked="" type="radio"/> |

If excess baggage has been authorized:

|      |                          |
|------|--------------------------|
| 0    | Number Of Excess Baggage |
|      | Weight Not To Exceed     |
| 0.00 | Total Cost               |

Registration Information

Is there a Registration Fee? Yes ☐ No ☒

ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Internet

The first step in Section Four is to select the **Government Travel Charge Card Information**. Click on the **Select** link to choose these options.



http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Tour :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

## Tour

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                      |                  |                               |
|----------------------|------------------|-------------------------------|
| Tracking #: 10159670 | Name: [REDACTED] | Start Date: 2005/09/01        |
| Order Type: AT       | SSN: [REDACTED]  | Report Date: 2005/09/02 07:30 |
| Status: INITIAL      | Grade: E3        | End Date: 2005/09/16          |
|                      |                  | Total Days: 16                |

Step 4 of 6: Tour Section: 4. Tour

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

GTCC Information | [Select](#)

\* Does the Member have a Government Travel Charge Card (GTCC)? YES  
 \* Description: NO ADVANCE AUTHORIZED  
 \* Type of Account: INDIVIDUALLY BILLED ACCOUNT(IBA)

---

Has variation of itinerary been authorized? Yes ☐ No ☒

Has dual lodging been authorized? Yes ☐ No ☒

Has in and around mileage been authorized? Yes ☐ No ☒

Has mixed mode of travel been authorized? Yes ☐ No ☒

Has limited long distance phone calls home been authorized? Yes ☐ No ☒

Will the Member be performing duty in a combat zone? Yes ☐ No ☒

Is the Member requesting 150% AEA? Yes ☐ No ☒

Is the Member requesting 300% AEA? Yes ☐ No ☒

Is the Member taking leave in Conjunction? Yes ☐ No ☒

Member is a reservist performing TDY while on active duty tour? Yes ☐ No ☒

If excess baggage has been authorized:

0 Number Of Excess Baggage

Weight Not To Exceed

0.00 Total Cost

---

Registration Information

Is there a Registration Fee? Yes ☐ No ☒

ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Internet

The **Travel Card** information will then be populated.

This section also allows you to make selections from other special authorizations. Clicking Yes to an option will expand the question for further justification.

The **Save** button should be clicked to save any information entered in Section Four.

Click the button labeled **Next** to move on to Section Five: Paragraph Selection

This was formerly referred to as the Remarks Section.

## Section Five: Paragraph Selection

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Paragraphs :: - Microsoft Internet Explorer

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[Inbox >>](#) Application Detail

### Paragraphs

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                     |                               |
|-----------------------|---------------------|-------------------------------|
| Tracking #: 1016135/0 | Name: [redacted] DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: 002003024      | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3           | End Date: 2005/09/02          |
|                       |                     | Total Days: 2                 |

Step 5 of 7: Paragraph Selection Section: 5. Paragraphs

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

[Go to Non-Standard Paragraphs](#)

[Add Paragraphs](#)

Miscellaneous Standard Paragraphs

| Action                 | Code | Paragraph Text |
|------------------------|------|----------------|
| No paragraphs selected |      |                |

[Add Paragraphs](#)

Non-Standard Paragraphs

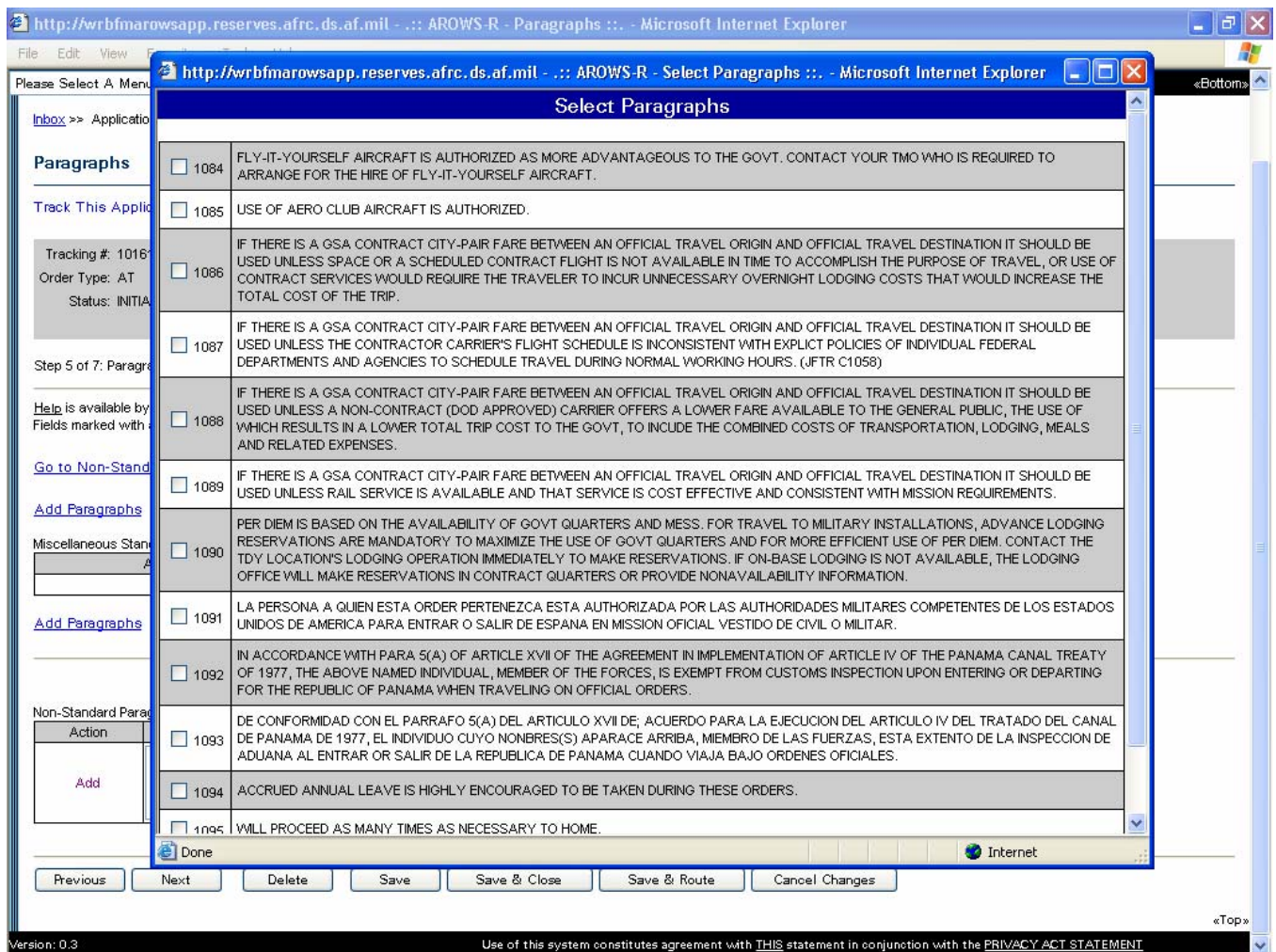
| Action | Paragraph Text |
|--------|----------------|
| Add    |                |

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Version: 0.3 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Paragraphs are what we refer to as “Remarks”.

First, you should select the **Go to Non-Standard Paragraphs** link and select a paragraph that is pre-approved by HQ or you can select a standard paragraph by clicking on the line **Add Paragraphs**.



Make a selection from the standard paragraphs.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Paragraphs :: - Microsoft Internet Explorer

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[Inbox](#) >> Application Detail

### Paragraphs

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |                     |                               |
|-----------------------|---------------------|-------------------------------|
| Tracking #: 1016135/0 | Name: [REDACTED] DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN: [REDACTED]     | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3           | End Date: 2005/09/02          |
|                       |                     | Total Days: 2                 |

Step 5 of 7: Paragraph Selection Section: 5. Paragraphs

[Help](#) is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

[Go to Non-Standard Paragraphs](#)

[Add Paragraphs](#)

Miscellaneous Standard Paragraphs

| Action                 | Code | Paragraph Text |
|------------------------|------|----------------|
| No paragraphs selected |      |                |

[Add Paragraphs](#)

Non-Standard Paragraphs

| Action              | Paragraph Text |
|---------------------|----------------|
| <a href="#">Add</a> |                |

Previous Next Delete Save Save & Close Save & Route Cancel Changes

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To add a non-standard paragraph, enter the text and click the **Add** link. You can add several non-standard paragraphs to each order, however, those remarks will not be saved for further selection in other orders.

After selecting all paragraphs, click the **Next** button to go to Section 6: Justification.


## Section Six: Justification

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Justification :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

 **Air Force Reserve Order Writing System [AROWS-R]**


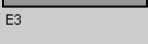
Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING


Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

[Inbox](#) >> Application Detail

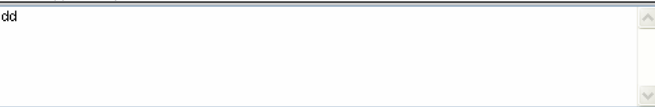
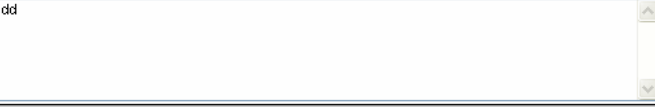

### Justification





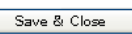
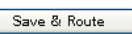

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

|                       |  |                               |
|-----------------------|--|-------------------------------|
| Tracking #: 1016135/0 | Name:  DA | Start Date: 2005/09/01        |
| Order Type: AT        | SSN:      | Report Date: 2005/09/01 07:30 |
| Status: INITIAL       | Grade: E3  | End Date: 2005/09/02          |
|                       |  | Total Days: 2                 |

Step 6 of 7: Justification Section:  6. Justification

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

|                                    |  |
|------------------------------------|--|
| General<br>Comments/Justifications |    |
| Justification for Hard<br>Holds    |   |
| Justification for<br>Waivers       |  |

Version: 0.3 «Top»

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Enter “justification” in the text boxes provided and then click the **Save** button. Member and/or order specialist can provide justifications prior to routing and approval as needed.

Click the **Next** button to go to Section 7: Funding Information.

## Section 7: Funding

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Funding :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Tracking #: 1016135/0      Name:      Start Date: 2005/09/01  
Order Type: AT      SSN:      Report Date: 2005/09/01 07:30  
Status: INITIAL      Grade:      End Date: 2005/09/02  
Total Days: 2

Step 7 of 7: Funding Information      Section: 7. Funding Information

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

[View Order Cost](#)

Total Travel Cost

| Action               | Rental Car Cost | Airfare | Misc Cost | Lodging Cost | Messing and Incidentals | Total Travel Cost |
|----------------------|-----------------|---------|-----------|--------------|-------------------------|-------------------|
| <a href="#">Edit</a> | 0.00            | 0.00    | 34.00     | 55.00        | 28.00                   | 117.00            |

Pay & Allowance

| Action               | FY   | Fund Citation |
|----------------------|------|---------------|
| <a href="#">Edit</a> | 2005 | None Selected |

Travel & Per Diem

| Action               | FY   | Other Funding            | Fund Citation                               |
|----------------------|------|--------------------------|---|
| <a href="#">Edit</a> | 2005 | <input type="checkbox"/> | 5753700 505 6217 110110 72115 28030F 678000 |

Rental Car

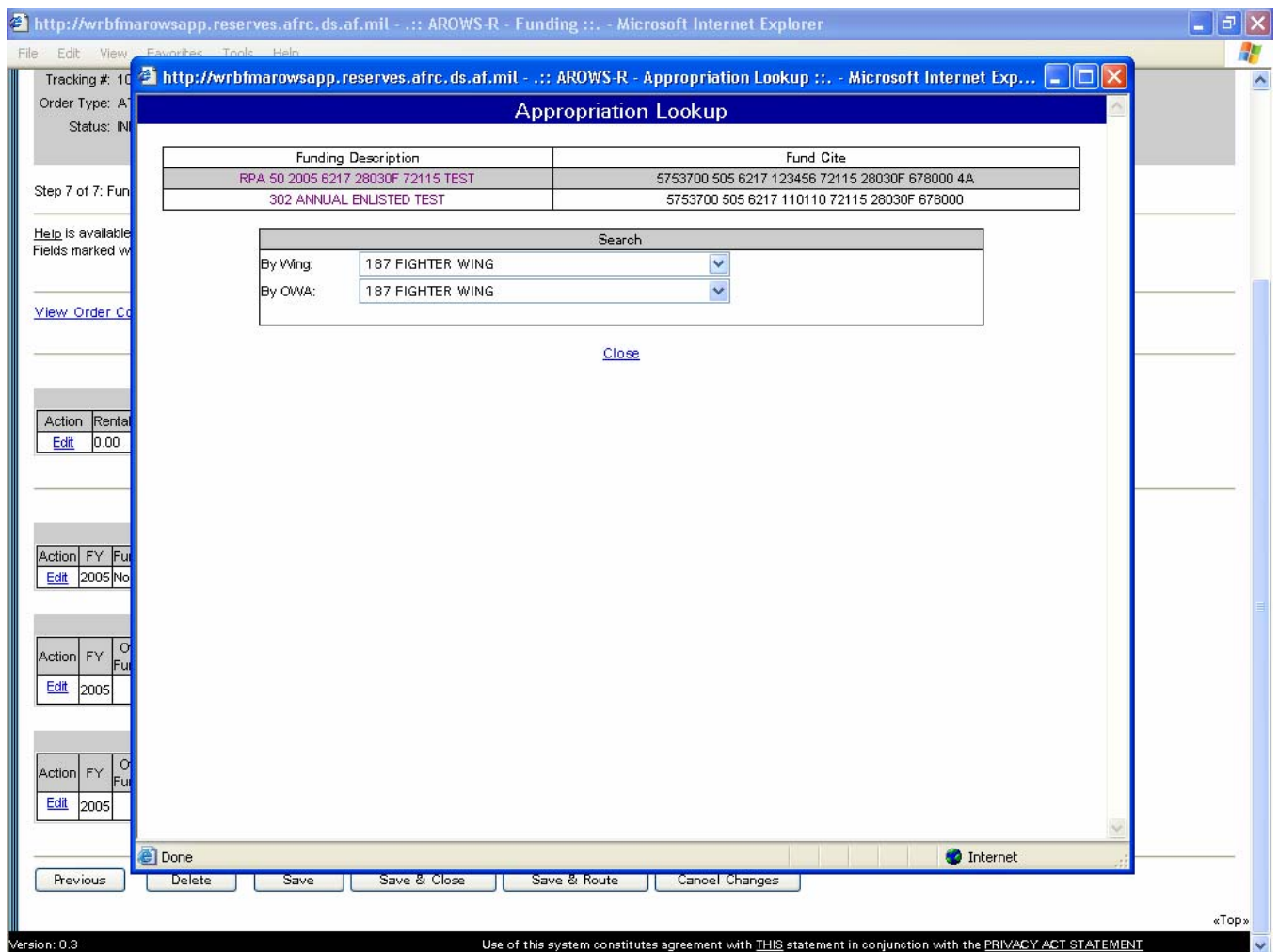
| Action               | FY   | Other Funding            | Fund Citation                                  |
|----------------------|------|--------------------------|--|
| <a href="#">Edit</a> | 2005 | <input type="checkbox"/> | 5753700 505 6217 123456 72115 28030F 678000 4A |

[Previous](#)   [Delete](#)   [Save](#)   [Save & Close](#)   [Save & Route](#)   [Cancel Changes](#)

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«Top»

**This information will normally be completed by the Orders Specialist.** It provides the Order Specialist the ability to select fund cites for this order.



Funding is selected based on Wing and OWA structure. For each OWA, the order specialist can view those fund cites available for selections. After selecting the fund cite, the application updates the screen.

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Funding :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Tracking #: 1016135/0      Name:      Start Date: 2005/09/01  
Order Type: AT      SSN:      Report Date: 2005/09/01 07:30  
Status: INITIAL      Grade:      End Date: 2005/09/02  
Total Days: 2

Step 7 of 7: Funding Information      Section: 7. Funding Information

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

[View Order Cost](#)

| Total Travel Cost    |                 |         |           |              |                         |                   |
|----------------------|-----------------|---------|-----------|--------------|-------------------------|-------------------|
| Action               | Rental Car Cost | Airfare | Misc Cost | Lodging Cost | Messing and Incidentals | Total Travel Cost |
| <a href="#">Edit</a> | 0.00            | 0.00    | 34.00     | 55.00        | 28.00                   | 117.00            |

| Pay & Allowance      |      |               |  |
|----------------------|------|---------------|--|
| Action               | FY   | Fund Citation |  |
| <a href="#">Edit</a> | 2005 | None Selected |  |

| Travel & Per Diem    |      |                          |   |
|----------------------|------|--------------------------|---|
| Action               | FY   | Other Funding            | Fund Citation                               |
| <a href="#">Edit</a> | 2005 | <input type="checkbox"/> | 5753700 505 6217 110110 72115 28030F 678000 |

| Rental Car           |      |                          |  |
|----------------------|------|--------------------------|--|
| Action               | FY   | Other Funding            | Fund Citation                                  |
| <a href="#">Edit</a> | 2005 | <input type="checkbox"/> | 5753700 505 6217 123456 72115 28030F 678000 4A |

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[Cancel Changes](#)


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To complete the process, the member and/or order specialist needs to click an appropriate button to move the order along to the next process.

This completes the seven steps for order creation.



## Orders Tracking- Inbox Current Orders Selection

**Air Force Reserve Order Writing System [AROWS-R]**  
Current Profile: System Admin - ALL WINGS - ALL OWAS (owb1-afrtest)

Please Select A Menu ▼ | [Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Help](#) | [Logout](#) | [«Bottom»](#)

---



















### Orders Tracking

[Change Search Criteria](#) Currently sorted by: **Tracking**

---

Current Orders ▼

[View Inbox](#)

|   Tracking Number | Status  |   Mod Number |   PAS Code |   SSN |   Name |   Start Date |   End Date |   Total Days |   Order Type |
|---|---------|--|--|---|---|--|--|--|--|
| <a href="#">1016123</a>   | INITIAL | 0  | A21CFLZ6   | 9874  |   | 2005/09/04   | 2005/09/24   | 21   | TDY  |

Total Records: 1

**Search**

By Tracking Number:

By Last Name:

By First Name:

Display:  per page

[Search](#)

[«Top»](#)


There are 3 Options to choose from. Clicking the down-arrow will allow you to select from:


**Current Orders-** applications that have not been approved

**Historical Orders-** published orders

**Deleted Orders-**applications that were deleted

## Orders Tracking- Inbox Historical Orders Selection


**Air Force Reserve Order Writing System [AR]**  
Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING (c

Please Select A Menu  Home | Switch Profile | Change Password | My Account | Help | Logout















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### Orders Tracking

[Change Search Criteria](#) Currently sorted by:

Historical Orders 

View Inbox

|   |        |   |   |   |   |   |   |            |       |
|---|--------|--|---|---|---|---|---|------------|-------|
| Tracking Number   | Status | Mod Number   | PAS Code  | SSN   | Name  | Start Date  | End Date  | Total Days | Order |
| No Current Routings   |        |  |   |   |   |   |   |            |       |

**Search**

By Tracking Number:


By Last Name:


By First Name:

Display:  per page

Search

## Orders Tracking- Inbox Deleted Orders Selection


**Air Force Reserve Order Writing System [AROS]**  
Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING (o

Please Select A Menu  [Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Help](#) | [Logout](#)

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### Orders Tracking

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Deleted Orders  [View Inbox](#)

| Tracking Number     | Status | Mod Number | PAS Code | SSN | Name | Start Date | End Date | Total Days | Order |
|---------------------|--------|------------|----------|-----|------|------------|----------|------------|-------|
| No Current Routings |        |            |          |     |      |            |          |            |       |

**Search**

By Tracking Number:

[Search](#)

## Orders Tracking-Inbox Display Section Options

There are several Display Section Options to choose from. They are:

### Current Status

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

|  |   |  |
|--|---|--|
| Tracking #: 750000/1<br>SSN: 123-45-6789 | Name: SMITH, JOHN Q<br>Start Date: 2004/11/30<br>End Date: 2004/12/05 | Order Type: AT<br>Status: MOD<br>Total Days: 6 |
|--|---|--|

Display Section:  [View Application Details](#) | [Print Latest Modification](#)

| Routed To                             | Action Type | Last Name  | OWA |
|---------------------------------------|-------------|------------|-----|
| Member                                | Approved    | JONES      |     |
| Order Specialist                      | Approved    | JONES      |     |
| Supervisor                            | Approved    | JOHNSON    |     |
| MilPay Specialist                     | Approved    | JOHNSON    |     |
| Hard Hold - Unit Commander            | Approved    | STEPHENSON |     |
| Hard Hold - Military Personnel Flight | Approved    | STEPHENSON |     |
| Hard Hold - Wing Commander            | Approved    | STEPHENSON |     |
| Resource Advisor                      | Approved    | NGUYEN     |     |
| Waivers                               | Approved    | CHEVALIER  |     |
| Certifier                             | Approved    | SMITH      |     |
| Final Certifier                       | Approved    | SMITH      |     |
| Authentication                        | Routed      |            |     |

## Orders Tracking Orders Detail

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

Tracking #: 750000/1  
SSN: 123-45-6789

Name: SMITH, JOHN Q  
Start Date: 2002/11/30  
End Date: 2002/12/05

Order Type: AT  
Status: MOD  
Total Days: 6

Display Section: 

Order Detail

View Application Details | Print Latest Modification

| Order Detail              |  |
|---------------------------|--|
| Name                      | JOHN Q SMITH   |
| SSN                       | 123-45-6789  |
| Grade                     | E4   |
| Tracking Number           | 750000   |
| Current Modification      | 1  |
| Duty Dates                | 2004/11/30 - 2004/12/05  |
| Order Status              | MOD  |
| Duty Location             | ANDREWS AFB, MD  |
| Duty Location POC         | DOE, STEVE COL ANDREWS AFB, MD   |
| Duty Location POC Phone # | (816) 999-5121   |
| Orders Specialist         | DOE, JOHN SSGT ANDREWS AFB, MD   |
| Orders Specialist Phone # | (816) 999-5122   |
| Final Certifier           | DOE, MARK MAJ ANDREWS AFB, MD  |
| Final Certifier Phone #   | (816) 999-5123   |
| Hard Holds                | ETS<br>150% AEA  |
| Waiver                    |  |
| Pay Entitlements          | ACIP - Aviation Career Incentive Pay<br>BAH I - Basic Allowance For Housing<br>BAH DIFF - Basic Allowance For Housing Differential |

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Close this Window

By Last Name:

By First Name:

## Orders Tracking Actions and Comments

**Tracking #:** 750000/1  
**SSN:** 123-45-6789

**Name:** SMITH, JOHN Q  
**Start Date:** 2004/11/30  
**End Date:** 2004/12/05

**Order Type:** AT  
**Status:** MOD  
**Total Days:** 6

**Display Section:** Actions & Comments

[View Application Details](#) | [Print Latest Modification](#)

| Justifications                              |   |
|---|---|
| <b>General Comments/Justification</b>       | This is a sample orders specialist comments that was entered for this set of orders.                          |
| <b>Justification for Hard Hold</b>          | This is a sample orders justification that was entered for this set of orders.                                |
| <b>Justification for Waivers</b>            | This is a sample orders justification that was entered for this set of orders.                                |
| <b>Justification for Member Maintenance</b> | This is a sample justification that was entered when the member information was edited in member maintenance. |

| School Information  |                 |            |          |                   |                        |                    |
|---|-----------------|------------|----------|-------------------|------------------------|--------------------|
| Course Name   | Course Number   | TLN        | Class ID | Course Start Date | Course Graduation Date | Course Report Date |
| This is a sample course name that was entered for this set of orders. | 123456789123456 | 1234567890 | 1234567  | 2004/12/02        | 2004/12/02             | 2004/12/02         |

| Comments for Cancellation  |             |                  |           |      |          |
|--|-------------|------------------|-----------|------|----------|
| <b>Reason for Cancellation</b>   |             |                  |           |      |          |
| This is a sample reason for cancellation that was entered for this modification. |             |                  |           |      |          |
| Routed To  | Action Type | Action Date/Time | Last Name | Rank | Comments |
| Orders Cancellation  | Approved    | 2004/11/16 09:00 | JONES     | SRA  |          |

## Orders Tracking Actions and Comments Continued

| Comments for Modification 1  |             |                  |           |      |   |
|--|-------------|------------------|-----------|------|---|
| <b>Reason for Modification</b>   |             |                  |           |      |   |
| This is a sample reason for modification that was entered for this modification. |             |                  |           |      |   |
| Routed To  | Action Type | Action Date/Time | Last Name | Rank | Comments                                |
| Certifier  | Routed      | 2004/11/15 10:00 | JOHNSON   | SRA  | Appropriation Type: TVL FY: 2005        |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PA FY: 2005         |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PD FY: 2005         |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: TVL FY: 2005        |
| Resource Advisor   | Routed      | 2004/11/15 10:00 | JOHNSON   | SRA  | Appropriation Type: TVL FY: 2005        |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PA FY: 2005         |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PD FY: 2005         |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: TVL FY: 2005        |
| Hard Hold - Wing Commander   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| MilPay Specialist  | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Supervisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Order Specialist   | Approved    | 2004/11/15 09:00 | JONES     | SRA  |   |
| Order Specialist   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Comments for Original  |             |                  |           |      |   |
| Routed To  | Action Type | Action Date/Time | Last Name | Rank | Comments                                |
| Certifier  | Routed      | 2004/11/15 09:00 | JOHNSON   | SRA  | Appropriation Type: RENTAL CAR FY: 2005 |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PA FY: 2005         |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PD FY: 2005         |
| Certifier  | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: TVL FY: 2005        |
| Resource Advisor   | Routed      | 2004/11/15 9:00  | JOHNSON   | SRA  | Appropriation Type: RENTAL CAR FY: 2005 |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PA FY: 2005         |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: PD FY: 2005         |
| Resource Advisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  | Appropriation Type: TVL FY: 2005        |
| Hard Hold - Wing Commander   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| MilPay Specialist  | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Supervisor   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Order Specialist   | Approved    | 2004/11/15 09:00 | JONES     | SRA  |   |
| Order Specialist   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |
| Member   | Approved    | 2004/11/15 09:00 | JONES     | SRA  |   |
| Member   | Routed      | 2004/11/15 09:00 | JONES     | SRA  |   |

## Orders Tracking History Modifications

AROWS-R - Orders Tracking - Microsoft Internet Explorer

|  |   |  |
|--|---|--|
| Tracking #: 750000/1<br>SSN: 123-45-6789 | Name: SMITH, JOHN Q<br>Start Date: 2004/11/30<br>End Date: 2004/12/05 | Order Type: AT<br>Status: MOD<br>Total Days: 6 |
|--|---|--|

Display Section: History - Modifications [View Application Details](#) | [Print Latest Modification](#)

**Applications In Progress**

| Action                | Mod # | Start Date | End Date   | Total Days | Order Type | Status |
|-----------------------|-------|------------|------------|------------|------------|--------|
| <a href="#">Print</a> | 1     | 2004/11/30 | 2004/12/05 | 60         | AT         | MOD    |

**Approved Orders**

| Action                | Mod # | Start Date | End Date   | Total Days | Order Type | Status  |
|-----------------------|-------|------------|------------|------------|------------|---------|
| <a href="#">Print</a> | 0     | 2004/11/30 | 2004/12/05 | 30         | AT         | INITIAL |

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## Orders Tracking History- Applications

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

|  |   |  |
|--|---|--|
| Tracking #: 750000/1<br>SSN: 123-45-6789 | Name: SMITH, JOHN Q<br>Start Date: 2004/11/30<br>End Date: 2004/12/05 | Order Type: AT<br>Status: MOD<br>Total Days: 6 |
|--|---|--|

Display Section: History - Applications [View Application Details](#) | [Print Latest Modification](#)

| Tracking # | Mod # | Status  | Grade | Start Date | End Date   | Total Days | FY   | Order Type |
|------------|-------|---------|-------|------------|------------|------------|------|------------|
| 750010     | 0     | INITIAL | E4    | 2005/01/15 | 2005/01/16 | 2          | 2005 | AT         |
| 750011     | 0     | INITIAL | E4    | 2005/01/18 | 2005/01/19 | 2          | 2005 | AT         |

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## Orders Tracking History- Current Orders

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

|  |   |  |
|--|---|--|
| Tracking #: 750000/1<br>SSN: 123-45-6789 | Name: SMITH, JOHN Q<br>Start Date: 2004/11/30<br>End Date: 2004/12/05 | Order Type: AT<br>Status: MOD<br>Total Days: 6 |
|--|---|--|

Display Section: History - Current Orders [View Application Details](#) | [Print Latest Modification](#)

| Tracking # | Mod # | Status  | Grade | Start Date | End Date   | Total Days | FY   | Order Type |
|------------|-------|---------|-------|------------|------------|------------|------|------------|
| 750005     | 0     | INITIAL | E4    | 2004/11/29 | 2004/11/29 | 1          | 2005 | AT         |
| 750006     | 0     | INITIAL | E4    | 2004/12/06 | 2004/12/07 | 2          | 2005 | AT         |

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## Orders Tracking History- Historical Orders

AROWS-R - Orders Tracking :: - Microsoft Internet Explorer

|  |   |  |
|--|---|--|
| Tracking #: 750000/1<br>SSN: 123-45-6789 | Name: SMITH, JOHN Q<br>Start Date: 2004/11/30<br>End Date: 2004/12/05 | Order Type: AT<br>Status: MOD<br>Total Days: 6 |
|--|---|--|

Display Section: History - Historical Orders [View Application Details](#) | [Print Latest Modification](#)

| Tracking # | Mod # | Status  | Grade | Start Date | End Date   | Total Days | FY   | Order Type |
|------------|-------|---------|-------|------------|------------|------------|------|------------|
| 750002     | 0     | INITIAL | E4    | 2004/03/01 | 2004/03/01 | 1          | 2004 | AT         |
| 750003     | 0     | INITIAL | E4    | 2004/04/05 | 2004/04/07 | 3          | 2004 | ST         |

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## Orders Tracking Back to Back

Tracking #: 750000/1

SSN: 123-45-6789

Name: SMITH, JOHN Q

Start Date: 2004/11/30

End Date: 2004/12/05

Order Type: AT

Status: MOD

Total Days: 6

Display Section: Back to Back

[View Application Details](#) | [Print Latest Modification](#)

| Back to Back Orders                   |            |            |
|---------------------------------------|------------|------------|
| Tracking #                            | 750005     | 750006     |
| Mod #                                 | 0          | 0          |
| Start Date                            | 2004/11/28 | 2004/11/30 |
| End Date                              | 2004/11/29 | 2004/12/07 |
| Member                                | Approved   | Approved   |
| Order Specialist                      | Approved   | Approved   |
| Supervisor                            | Approved   | Approved   |
| MilPay Specialist                     | Approved   | Approved   |
| Hard Hold - Unit Commander            | Approved   | Approved   |
| Hard Hold - Military Personnel Flight | Approved   | Approved   |
| Hard Hold - Wing Commander            | Approved   | Approved   |
| Resource Advisor                      | Approved   | Approved   |
| Waivers                               | Approved   | Approved   |
| Certifier                             | Approved   | Approved   |

Back to Application
Close this Window



## Pull Back Order/Modify Order/ Cancel Order

http://wrbfmarowsapp.reserves.afrc.ds.af.mil - :: AROWS-R - Home :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Air Force Reserve Order Writing System [AROWS-R]

Current Profile: ALL 187th FW - 187 FIGHTER WING - 187 FIGHTER WING

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Help | Logout

«Bottom»

Orders Specialist Menu

My Inbox

Create Application

Pull Back Application

Modify Order

Cancel Order

Welcome DEBRA WATERS to the AROWS-R Home Page

Your Latest Broadcast messages:

|            |   |
|------------|---|
| 2004/09/11 | Loading AROWS test data into the database.  |
| 2003/02/14 | Creating new data for the Broadcast screen. |

«Top»

Version: 0.3 Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

### Pull Back

Use Pull Back to make changes to an order before it has been published. All routing will be removed from the order. You can make your changes, save and route to reinitiate the orders process. Once an order is published, the pull back function is invalid and you must modify the order.

### Modify

This is the same as an Amendment. You can select Modify from the Orders Specialist Menu. Make changes, save and route. Deleting the modification will only delete the modification and not the original order. You cannot modify a cancelled order or an order with a modification in process. Pay and allowance funds cannot be modified. Points Only/No Pay and No Points/No Pay cannot be modified. The order will have to be cancelled and a new application generated.

### Cancel

To cancel an order, select Cancel Application from the Order Specialist Menu. Cancel is the same as Revoke. The request for cancellation is routed onward for approval. (MilPay) An order must be published to cancel. You cannot have a modification in progress when canceling an order.

If you require additional information please contact your serving  
AFRC/RMG Detachment or Operating Location (Base IMA  
Administrator).

